<u>**REQUIRMENTS**</u>
<u>**Government Purchase Card (GPC)**</u>

<u>**Credit Card Holders/Billing Officials/Alternate Billing Officials**</u>
At least 6 mo. remaining in unit
Required documentation
      Online GPC training (DAU, 4 hrs)
      AXOL (Access Online) training
      Attend classroom GPC training (4 hrs)

To register for the monthly GPC training it must be done <u>in person with the required documentation*</u> (no phone calls) brought to the **Army Contracting Agency, Northern Region (ACA, NR) Office, GPC section, bldg #1220, 1676 Evans St, 3rd floor** <u>NLT 7 days prior to the class.</u> **No walk-ins allowed.**

**Required documentation:
1. FC 68-8
      <u>All areas</u> must be filled out and <u>all signatures</u> are required prior to bringing over to the GPC team.
      An alternate billing official will be appointed and listed on the FC 68-8 prior to any acct established.

2. A copy of your GPC online training certificate (4 hr training). Directions page two.
      Register: https://atrrs.army.mil/channels/aitas
      Training/test: https://learn.dau.mil

3. Access online (AXOL) training certificate. See page three for directions.

All participants in the training class must:
<u>**Download/bring to class**</u> from: www.carson.army.mil/doc/gpcp.html
      1. Mandatory Army Blanket Purchase Agreements (BPA's) for Office Products
      2. DA (draft) GPC AR
      3. Fort Carson GPC SOP

<u>**Class dates 2007 (note change of location**</u>)

Jan 31	Feb 14	Mar 14	Apr 11
May 9	Jun 13	Jul 11	Aug 8
Sept 12	Oct 10	Nov 14	Dec 12

<u>**Time: 0845-1230   Place: ACA, NR, Bldg 1220, 3rd floor, Rm 313**</u>
Limited parking please provide enough time to find parking and be on time

GPC website: www.carson.army.mil/doc/gpcp.html

U.S. Bank   1-888-994-6722   https://care.usbank.com
Call bank to re-set passwords

TO ENROLL IN A DAU CONTINUOUS LEARNING MODULE (ARMY)
Government Purchase Card Online Training– (4 hour training course)

1.   Access the Army's application program at: https://www.atrrs.army.mil/channels/aitas/
2.   In the upper-left corner, under **"Student"**, click **"Apply for Training"**.
3.   Select category **"Continuous Learning Modules"** from the drop down list.
4.   Log in with your **SSN** and **Date Of Birth**. **NOTE**: If this is your first time registering for a DAU course, the system will prompt you to complete/update your student profile at this time. Upon completing the profile, click "Update Profile" and proceed with the steps below.
5.   Ensure FY07 is selected. Select a DAU CL Module from the course drop-down list. Government Purchase Card Tutorial, select "CLG 001 - DoD Government Purchase Card Tutorial" (or CLG 004 for the Refresher training).
6.   Press the **SEARCH** button.
7.   Complete the application. (**NOTE**: Ensure your e-mail address is accurate prior to submitting the application.)
8.   Scroll all the way down and click on the **"SUBMIT THIS APPLICATION"** button at bottom of the screen.

Your application will be forwarded to DAU for enrollment in the Virtual Campus. If you do not already have an account on the DAU Virtual Campus, one will be created for you. **Within 48 hours**, you should receive an e-mail from DAU with your instructions and userid/password.

To access the course and test: https://learn.dau.mil (DAU Virtual Campus)
1. Log in with the userid/password provided to you.
2. The course will open up
3. Complete each section

IN CASE YOU CANNOT LOGIN AFTER YOU COMPLETE YOUR APPLICATION -

You may retrieve your username or password at anytime for DAU Virtual Campus (https://learn.dau.mil) accounts. Please follow instructions below:

To retrieve your username, simply click on the "Forgot Username" link. Enter your Social Security Number and Date of Birth then click "Submit".

To retrieve your password, simply click on the "Forgot Password" link. Select the method you would like to use on the "Retrieve Password" screen, either Retrieve password by username or retrieve password by Social Security Number. Key in your information, then click "Get Password".

IF YOU CAN NOT PRINT YOUR COURSE CERTIFICATE.
GO TO: https://learn.dau.mil
Log on with your userid and password
Go to the student section
You will see a list of courses you have taken
Click on certificate

Access on Line (AXOL) Training

The acronym for Access on Line is "<u>AXOL</u>". This is the new version of the current US Bank's C.A.R.E. online system for the GPC program. Initially, ACR-NR was scheduled to implement AXOL during Dec 2006 time-frame. However, the proposed implementation date for GPC accounts under ACA-NR will be effect in January 2007. Once AXOL is implemented, we will refer to the US Bank system as "AXOL", rather than the "C.A.R.E." system.

This is a secure website:
`https://wbt.access.usbank.com`

Users will be able to register themselves to review the lessons and take a final certification exam. To use the functions user must register as follows:

- **Logon to the website**
- **Click the Register New Account link**
- **Specify e-mail address (Use AKO)**
- **Create a personal password**
- **Short name: <u>Army</u>**

After registration, users will need their e-mail address, their personal password, and the WBT password to log in (see below).

New web-based training password: Changes every 60 days, call GPC team for password.

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Billing Officials:
Cardholders:
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Only take the courses with a check mark once you get into the WBT.